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**Food Safety System based on Hazard  
Analysis and Critical Control Points  
(HACCP)— Requirements for any  
organization in the Food Chain**

ICS 67.020

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Reference number

DRS 184: 2023

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In order to match with technological development and to keep continuous progress in industries, standards are subject to periodic review. Users shall ascertain that they are in possession of the latest edition

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## Foreword

Rwanda Standards are prepared by Technical Committees and approved by Rwanda Standards Board (RSB) Board of Directors in accordance with the procedures of RSB, in compliance with Annex 3 of the WTO/TBT agreement on the preparation, adoption and application of standards.

The main task of technical committees is to prepare national standards. Final Draft Rwanda Standards adopted by Technical committees are ratified by members of RSB Board of Directors for publication and gazettment as Rwanda Standards.

DRS184 was prepared by Technical Committee RSB/TC nnn, *Title of TC*.

In the preparation of this standard, reference was made to the following standard (s):

- 1) Requirements for a HACCP based food safety system Compiled by the National Board of Experts – HACCP The Netherlands
- 2) ISO 22000: 2018 Food safety management systems – Requirements for any organization in the food chain
- 3) CAC/RCP 1: 1969 General principles of food hygiene

The assistance derived from the above source is hereby acknowledged with thanks.

This third edition (DRS 184: 2023) cancels and replaces the second edition (RS 184: 2023) which has been technically revised.

### Committee membership

The following organizations were represented on the Technical Committee on *Title of TC* (RSB/TC nnn) in the preparation of this standard.

Paragraph of participants

Rwanda Standards Board (RSB) – Secretariat

## Introduction

People have the right to expect that the food they eat is safe. Food safety is related to the presence and levels of food-borne hazards in food at the point of consumption.

This standard describes the principles of control needed to ensure the supply of safe food to the consumer. The principles described in this standard are internationally recognized as essential to ensure safe food products for the consumer and to provide a generic base-line structure for other specific requirements applicable to a particular food chain sector. The principles described in this standard should be considered in all food chain sectors (from farm to fork) to ensure food safety.

The most effective food safety systems are designed, operated and updated within a framework of a structured management system and incorporated into the overall management activities of the organization. The first section (clauses 4 to 7) of this standard sets out the minimum management system requirements and prerequisite programmes (PRPs) needed to support the management of the critical control points and/or operational prerequisite programme (CCP or OPRPs) during the day-to-day operations of a food handling organization.

The second section (clause 8) of this standard sets out the twelve stages of the Hazard Analysis and Critical Control Point (HACCP) study, leading to the establishment of the HACCP plan as an outcome of the study. The food handling organization's management system becomes a fundamental part of the effective management of their food safety hazards.

The successful application of the principles (management system, PRPs and study stages) described in this standard requires the full commitment and involvement of management and the work force, in order to provide maximum benefit for the organization.

The HACCP principles

The HACCP system consists of the following seven principles:

PRINCIPLE 1: Conduct a hazard analysis.

PRINCIPLE 2: Determine the Critical Control Points and Operational Prerequisite Programmes (CCP or OPRPs).

PRINCIPLE 3: Establish critical limit(s).

PRINCIPLE 4: Establish a system to monitor control of the CCP or OPRP.

PRINCIPLE 5: Establish the corrective action(s) to be taken when monitoring indicates that a particular CCP or OPRP is not under control.

PRINCIPLE 6: Establish procedures for verification to confirm that the HACCP system is working effectively.

PRINCIPLE 7: Establish documentation concerning all procedures and records appropriate to these principles and their application.

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# Food safety system based on Hazard Analysis and Critical Control Points (HACCP) —Requirements for any organization in the food chain

## 1 Scope

This Draft Rwanda standard specifies the requirements for a food safety system based on HACCP as a systematic preventative system of controlling food safety hazards so as to ensure the safety of food at the time of human consumption. The requirements enable an organization:

- a) to plan, implement, maintain and update a HACCP based food safety system aimed at providing products that, according to their intended use, are safe for the consumer,
- b) to effectively communicate food safety issues to their suppliers, customers and relevant interested parties in the food chain,
- c) to ensure that it conforms to its stated food safety policy,
- d) to demonstrate such conformity to relevant interested parties, and
- e) to seek certification or registration of its HACCP based food safety system by an external organization, or make a self-assessment of conformity based on auditing technique and not on inspection or testing

The standard applies to all food handling organizations, regardless of size, which produce, manufacture, handle or supply food involved in one or more steps of the food chain. This includes organizations directly involved but not limited to feed producers, farmers, harvesters, producers of ingredients, food manufacturers, retailers, food services, catering services, organizations providing cleaning, transportation, storage and distribution services and other organizations indirectly involved including, but not limited to, suppliers of equipment, cleaning agents and packaging material, and other food contact materials.

## 2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

RS CAC/RCP 1, *General principles for food hygiene*.

## 3 Terms and definitions

For the purposes of this standard, the following terms and definitions apply.

### 3.1

#### **acceptable**

acceptable to the authority administering this standard, or to the parties concluding the purchase contract, as relevant

### 3.2

#### **audit**

systematic, independent and documented process for obtaining objective evidence and evaluating it to determine the extent to which requirements are fulfilled

### 3.3

#### **control (verb)**

take all necessary actions to ensure and maintain compliance with the requirements defined in the HACCP plan

### 3.4

#### **control (noun)**

state wherein correct procedures are being followed and criteria being met

### 3.5

#### **control measure**

any action and activity that can be used to prevent or eliminate a food safety hazard or reduce it to an acceptable level

### 3.6

#### **correction**

action to eliminate a detected non-conformity

### 3.7

#### **corrective action**

action to eliminate the cause of a detected nonconformity or other undesirable situation

### 3.8

#### **Critical Control Point CCP**

step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level

**3.9****critical limit**

criterion which separates acceptability from unacceptability

**3.10****decision tree**

a sequence of questions applied to each step in the food handling process relating to an identified food safety hazard to determine which steps are CCP OR OPRPs and OPRPs

**3.11****disinfection**

application of disinfectants or physical agents and processes that are suitable for use in the food industry in order to kill most vegetative forms of pathogenic and other micro-organisms (but not necessarily all bacterial and fungal spores, mycobacteria, rickettsia or viruses)

**3.12****effectiveness**

extent to which planned activities are realized and planned results achieved

**3.13****flow diagram**

systematic representation of the sequence of steps or operations associated with the food handling process in the segment of the food chain under consideration

**3.14****food**

article or substance ordinarily eaten or drunk by man or purporting to be suitable, or manufactured or sold, for human consumption, and includes any part or ingredient of any such article or substance, or any substance used or intended or destined to be used as a part or ingredient of any such article or substance. substance (ingredient), whether processed, semi-processed or raw, which is intended for consumption, and includes drink, chewing gum and any substance which has been used in the manufacture, preparation or treatment of "food" but does not include cosmetics or tobacco or substances (ingredients) used only as drugs

**3.15****food handling organization**

business, which during its operations, processes, manufactures, stores, transports, distributes or sells foodstuffs or is engaged in any activity which may impact on the safety of such foodstuffs

### 3.16

#### **Hazard Analysis and Critical Control Point system (HACCP)**

system which identifies, evaluates, and controls hazards which are significant for food safety

### 3.17

#### **HACCP plan**

document prepared in accordance with the principles of HACCP to ensure control of hazards which are significant for food safety in the segment of the food chain under consideration

### 3.18

#### **hazard**

biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect

NOTE 1 The term "hazard" is not confused with the term "risk" which, in the context of food safety means a function of the probability of an adverse health effect (for example, becoming diseased) and the severity of that effect (death, injury, hospitalization, absence from work, etc.) when exposed to a specific hazard.

### 3.19

#### **hazard analysis**

process of collecting and evaluating information on hazards and conditions leading to their presence to decide which are significant for food safety and therefore should be addressed in the HACCP plan

### 3.20

#### **HACCP study**

hazard analysis for a family of products/services with similar hazards and similar production technology and, where relevant, similar storage technology

### 3.21

#### **monitor**

act of conducting a planned sequence of observations or measurements to assess whether a CCP is under control

NOTE Monitoring is applied during an activity and provides information for action within a specified time frame

### 3.22

#### **non-conformity**

non-fulfilment of a specified requirement

**3.23****prerequisite programme (PRP)**

specified procedures or instructions, specific to the nature and size of the operation, that enhance or maintain operational conditions to enable more effective control of food safety hazards, or that control the likelihood of introducing food safety hazards and their contamination or proliferation in the products and product-processing environment

NOTE Alternative terms for PRPs are used, for example Good Manufacturing Practice (GMP), Good Agriculture Practice (GAP), Good Hygiene Practice (GHP), Good Laboratory Practice (GLP), Good Distribution Practice (GDP), Good Veterinarian Practice (GVP), Good Production Practice (GPP), Good Trading Practice (GTP), infrastructure and maintenance programmes, and operational prerequisite programmes.

**3.24****record**

document that provides objective evidence of actions undertaken or results achieved

**3.25****step**

point, operation or stage in the food chain including raw materials, from primary production to final consumption

**3.26****validation**

obtaining evidence that a control measure (s) of the HACCP plan will be capable of effectively controlling the significant food safety hazard

NOTE Validation is applied prior to an activity and provides information about the capability to deliver intended results;

**3.27****verification**

confirmation, through the provision of objective evidence, that specified requirements have been fulfilled

NOTE Verification is applied after an activity and provides information for confirmation of conformity

**3.28****be held liable**

be accountable for food safety issues that may arise from the activities conducted by an organization involved in any step of the food supply chain under the scope of HACCP System

### 3.29

#### operational prerequisite programme

#### OPRP

control measure or combination of control measures applied to prevent or reduce a significant food safety hazard to an acceptable level and where action criterion and measurement or observation enable effective control of the process and/or product 3.30

#### Cleaning

removal of soil, food residues, dirt, grease or other objectionable matter

## 4 Documentation requirements

### 4.1 HACCP manual

4.1.1 The organization shall establish and maintain a HACCP manual that includes:

a) the scope of HACCP shall:

- 1) specify the products or product categories, processes and production sites that are addressed by the food safety system.
- 2) include all activities of the organization for which it is responsible and can be held liable. The part of the food chain for which the organization is responsible begins where the responsibility of the suppliers of raw materials and ingredients ends; the responsibility of the organization ends where another organization in the food chain takes over the responsibility. The scope shall therefore conform with purchase and sales contracts;
- 3) all subcontracted activities (outsourced services, like packaging, storage, transport) shall be properly dealt with

NOTE A key principle is that no part of the operation of the organization that may impact food safety can be excluded from the scope of the HACCP system

b) documented procedures established for the HACCP, or reference to them, and

c) PRP procedures or reference to them.

4.1.2 This manual may be included in another management system manual or parts of this manual may refer to other relevant management system manual(s). The interrelation shall be described.

### 4.2 Control of documents and records

The organization shall ensure the establishment and implementation of documented procedures for the control of documents and records. The requirements of stage 12 of the HACCP study shall be defined in these procedures (see 8.13).

## 5 Management responsibilities

### 5.1 General

Top management shall provide evidence of its commitment to the development and implementation of the HACCP based food safety system and to continually improving its effectiveness by:

- a) establishing the food safety policy,
- b) ensuring the availability of resources,
- c) communicating to the organization the importance of meeting the requirements of HACCP based food safety system,
- d) conducting management reviews, and
- e) defining the responsibility and authority of the HACCP team leader.

### 5.2 Establishing the food safety policy

The top management shall define and document its food safety policy. The top management shall ensure that the food safety policy:

- a) is appropriate to the role of the organization in the food chain,
- b) conforms with both statutory and regulatory requirements and with mutually agreed food safety requirements of customers,
- c) is communicated, implemented and maintained at all levels of the organization,
- d) is reviewed for continued suitability,
- e) adequately addresses communication, and
- f) is supported by measurable objectives.

### 5.3 Responsibility and authority

Top management shall ensure that responsibilities and authorities are defined and communicated within the organization to ensure the effective operation and maintenance of the food safety system.

## 5.4 Appointment of the HACCP team and team leader

Management shall ensure the establishment of criteria for the selection of team members including the team leader to assist with the study, establishment, implementation, maintenance and continual improvement of the HACCP system. Every team member shall accept, in writing, the assignment and commitment to the HACCP team.

### 5.4.1 HACCP team

The team shall be multidisciplinary and members shall be drawn from each part of the organization whose role may impact on food safety, for example from production, purchasing, finance, technical, engineering, quality and distribution. The HACCP team shall consist of personnel with specific knowledge of and expertise with regard to the product, the food handling process and food safety hazard categories.

### 5.4.2 HACCP team leader

**5.4.2.1** A HACCP team leader shall be appointed and shall, irrespective of other responsibilities and duties act as the HACCP team leader of the HACCP system and shall have the responsibility and authority to:

- a) ensure that the HACCP system is established, implemented, maintained and continually improved in accordance with the requirements of this standard;
- b) report on the performance of the HACCP system to management and any need for improving the system;
- c) to manage a food safety team and organize its work,
- d) to ensure relevant training and education of the food safety team members.

**5.4.2.2** The HACCP team leader shall be adequately trained in the requirements as provided for in this standard.

## 5.5 Resources

**5.5.1** Before the HACCP study commences, the team leader shall assess which resources are needed for the HACCP study and for the implementation, maintenance and continual improvement of the HACCP system. Top Management shall provide the necessary resources.

**5.5.2** The resources shall include time, competent personnel, suitable and adequate infrastructure, work environment, equipment and funding in order to implement, maintain and continually improve the HACCP system.

**5.5.3** Training needs shall be established for all personnel involved with the study, implementation and maintenance of the HACCP system. Effectiveness of training shall be evaluated.

**5.5.4** Appropriate records of education, training, skills and experience shall be maintained.



## 5.6 Communication

The organization shall establish, implement and maintain effective arrangements for communicating internally and externally (suppliers, customers and regulators) on issues having an impact on food safety.

## 5.7 Management review

**5.7.1** Management shall, with the aim of continual improvement, review the HACCP system at planned intervals to ensure its continued suitability, adequacy and effectiveness.

**5.7.2** Records of management reviews shall be maintained.

**5.7.3** A management review shall include:

- a) matters arising from previous management reviews;
- b) review of the effectiveness of CCP or OPRP monitoring and failure of CCPs OR OPRPs;
- c) review of corrective actions and product disposal;
- d) HACCP plan verifications;
- e) HACCP plan reviews and validation of changes to the HACCP plan;
- f) review of customer and consumer complaints;
- g) review of recall incidents;
- h) recommendations for improvement;
- i) resource needs;
- j) review of the audit findings;
- k) a review of suitability of the HACCP policy, and
- l) where applicable, interrelation with other management systems.

## 6 Prerequisite programmes (PRPs)

**6.1** The production of safe food requires the HACCP system to be built on a solid foundation of prerequisite programmes

**6.2** The food handling organization shall establish, implement and maintain PRP(s) to assist in controlling:

- a) the likelihood of introducing food safety hazards to the product through the work environment;
- b) biological, chemical and physical contamination of the product(s), including cross contamination between products, and
- c) food safety hazard levels in the product and product processing environment

**6.3** The PRPs shall as a minimum address the following aspects:

- a) external areas to the facility;
- b) building structure, ablution facilities, production, distribution, measuring and storage facilities;
- c) staff and product flow;
- d) construction of equipment;
- e) maintenance and calibration programme;
- f) cleaning and disinfection programme;
- g) pest control programme;
- h) refuse or waste control programme;
- i) services needed for production, for example, air, water;
- j) personnel hygiene programme;
- k) product recall and traceability programme;
- l) control of suppliers;
- m) relevant training programmes; and
- n) relevant records.

**6.4** Verification of PRP(s) shall be done and records kept.

NOTE ISO/TS 22002 series are used as specific guidelines for establishing PRPs.

## **7 Correction and corrective action**

**7.1** The organization shall ensure the development of a documented correction and corrective action system.

**7.2** The system shall define the requirements for:

- a) take immediate action (correction)
- b) review of non-conformities;
- c) determination of the cause of the non-conformity;
- d) evaluation of the need for action to ensure that the non-conformity does not recur;
- e) determination and implementation of the action needed;
- f) recording of the results of the action taken (correction), and
- g) reviewing the effectiveness of the corrective action taken.

**7.3** The correction and corrective action system shall, as a minimum, address the following:

- a) customer and consumer complaints;
- b) internal audit reports;
- c) non-conformity reports;
- d) outcome of management reviews;
- e) outcome of HACCP plan reviews;
- f) results from HACCP plan validations and verifications; and
- g) failure of CCPs or OPRPs.

## **8 Application of HACCP Principles**

The seven HACCP principles are applied in twelve stages, as follows:

- a) Stage 1: Assemble the HACCP team;
- b) Stage 2: Describe the product;
- c) Stage 3: Identify the intended use of the product;
- d) Stage 4: Construct a product flow diagram;

- e) Stage 5: Arrange on-site confirmation of the flow diagram;
- f) Stage 6: List the food safety hazards and measures to control the hazards. (Principle 1);
- g) Stage 7: Determine critical control points (CCPs) (decision tree). (Principle 2);
- h) Stage 8: Establish critical limits for each CCP or OPRP. (Principle 3);
- i) Stage 9: Establish a monitoring system for each CCP or OPRP. (Principle 4);
- j) Stage 10: Establish corrective action plans. (Principle 5);
- k) Stage 11: Establish validation, verification and review procedures. (Principle 6); and
- l) Stage 12: Establish record keeping and documentation. (Principle 7).

### **8.1 Stage 1: Assemble the HACCP team**

The assembled HACCP team shall establish documentation defining the scope of the HACCP study and the team's activities. The team's activities should include establishing the following:

- a) rules and guidelines for team meetings;
- b) criteria used for decision making processes; and
- c) methodology to be used by the team to determine hazards and CCP OR OPRP;

### **8.2 Stage 2: Describe the product**

A complete description of the product shall be given in terms of type and composition (allergens, microbiological, chemical and physical properties), relevant legislation and standards, handling, processing, presentation or packaging, storage and distribution conditions and the shelf life under prescribed conditions.

### **8.3 Stage 3: Identify the intended use of the product**

The intended use and possible abuse of the product by consumers, consumer groups or customers shall be described. Attention shall be focused on the likely uses and abuses of the product after it has left the control of the food handling organization. Factors such as the vulnerability of the consumer, and instructions for use shall be taken into account.

### **8.4 Stage 4: Construct a product flow diagram**

**8.4.1** The HACCP team shall prepare a detailed flow diagram for the specified food products or process categories relevant to the defined scope of the HACCP study.

**8.4.2** The following should be considered when preparing the flow diagram:

- a) selection of raw material;
- b) processing activities;
- c) processing delays;
- d) rework cycles;
- e) packaging and storage;
- f) distribution, retail and customer handling of the product;
- g) any outsourced processes; and
- h) removal of intermediary products, by-products and waste.

#### **8.5 Stage 5: Arrange an on-site confirmation of the flow diagram**

**8.5.1** The HACCP team shall confirm the accuracy of the flow diagram on site during all stages and hours of operation, so as to ensure that the flow diagram and technical data gives an accurate representation of the operation. The flow diagram shall be amended to take into account any deviations from the original diagram.

**8.5.2** Records shall be kept.

#### **8.6 Stage 6: List potential food safety hazards, conduct hazard analysis and consider any measures to control Hazards**

**8.6.1** The HACCP team shall use the confirmed flow diagram, including all the technical data, as a guide to identify all the potential food safety hazards (inherent and introduced) that might reasonably be expected to occur at each step of the food handling process. Relevant legislation related to the food safety hazards and their control shall also be considered. The hazards shall be considered in the light of the significance, likelihood and severity of such a hazard in terms of the safety of the consumer.

**8.6.2** Control measures for each identified food safety hazard shall be established in order to control such a hazard. More than one hazard and control measure might be applicable to one step in the process, and more than one control measure might be necessary to control a particular hazard.

**8.6.3** Records shall be kept.

NOTE For guidance, see Table A.1.

## **8.7 Stage 7: Determine the critical control points (CCPs)**

The HACCP team shall determine whether a particular step in the food handling process is a CCP. The method by which a CCP is determined shall be recorded.

NOTE 7 The decision tree in annex C can be used as a guideline.

## **8.8 Stage 8: Establish critical limits for each CCP or OPRP**

**8.8.1** The HACCP team shall establish specific and measurable critical limits appropriate for each CCP OR OPRP. Critical limits that can be measured quickly and easily shall be used. Measurements can include sensory examination, mass measurements, temperature measurements, time, moisture level, pH value and chemical analyses.

**8.8.2** Records shall be kept.

## **8.9 Stage 9: Establish a monitoring system for each CCP or OPRP**

### **8.9.1 General**

The HACCP team shall establish a monitoring system to ensure that control of the CCP or OPRP is effective.

The control measures established as part of the monitoring system shall be such that they can confirm that all CCP OR OPRPs are under control. The requirements under 8.9.2 - 8.9.4 shall be addressed in establishing the monitoring system.

### **8.9.2 Responsible person or equipment**

Responsibilities and authorities for the monitoring of a specific CCP shall be identified. This person or equipment shall have the knowledge or capability to ensure effective monitoring of the CCP or OPRP. A person shall be given the responsibility and authority to take the necessary corrective action when the specified critical limit of the CCP or OPRP is exceeded. A responsible person other than the person doing the monitoring shall verify records associated with the monitoring of a CCP or OPRP. Equipment used for the monitoring of a CCP or OPRP shall be calibrated.

### **8.9.3 Frequency of monitoring**

The frequency of monitoring shall be specified. The frequency shall be adequate to ensure the control of the CCP or OPRP.

### **8.9.4 Monitoring methodology**

A detailed description shall be given to indicate precisely how the monitoring shall be done. Records shall be kept to prove effectiveness of the monitoring system.

NOTE Microbiological testing is seldom effective for the routine monitoring of CCP or OPRPs owing to the fact that it can be time consuming and that there are problems related to the detection of contaminant.

## 8.10 Stage 10: Establish corrective action plans

**8.10.1** The HACCP team shall establish corrective action plans for each CCP or PRP when monitoring of the critical limits indicates deviation from the limits. The responsibility for and manner of disposal of the unsafe product shall be clearly identified.

**8.10.2** Records shall be kept of all corrective actions.

## 8.11 Stage 11: Establish validation, verification and review procedures

### 8.11.1 Validation

**8.11.1.1** Validation activities shall include actions to confirm that the established critical limit(s) for each CCP or OPRP is effective and capable of achieving the intended control of the identified food safety hazard(s).

**8.11.1.2** If validation results show that one or more of the above elements cannot be confirmed, the relevant elements shall be modified and reassessed.

**8.11.1.3** Records of validations shall be kept

### 8.11.2 Verification

#### 8.11.2.1 General requirements

The HACCP team shall establish a system for the verification of all HACCP procedures and records. Verification and auditing methods, procedures and tests, including random sampling and analysis, shall be used, as appropriate, to determine the effectiveness of the HACCP system.

#### 8.11.2.2 Internal audits

**8.11.2.2.1** Internal audits shall be scheduled and conducted at planned intervals to ensure that the HACCP system conforms to the planned arrangements and the CCP monitoring system and that the corrective action plans are effective. All processes relevant to the HACCP system shall be audited.

**8.11.2.2.2** The audit criteria, scope, time and methods that form part of the audit programme shall be defined and documented. Selection of auditors and conduct of audits shall be such that objectivity and impartiality are ensured during the audit process.

**8.11.2.2.3** Records verifications shall be kept

#### 8.11.3 HACCP plan review

**8.11.3.1** The HACCP team shall establish a procedure for the review of the HACCP plan. This procedure shall include events that will automatically trigger a HACCP plan review (internal and external factors should be considered). The HACCP plan shall be updated after such a review. The review may lead to a reduction in or the addition of CCPs or the inclusion of additional critical limits in order to improve the HACCP plan.

**8.11.3.2** The following potential events can influence food safety and shall automatically trigger a HACCP plan review:

- a) any report from the marketplace that indicates a health or spoilage risk associated with the product (customer and consumer complaints);
- b) an anticipated change in customer and consumer use;
- c) change in raw materials or product formulation;
- d) change in the food handling process activities;
- e) change in the food handling organization layout and environment;
- f) any modification to food handling equipment;
- g) change in the cleaning and disinfection programme;
- h) change in the packaging, storage and distribution system;
- i) changes to staff levels and responsibilities;
- j) changes in legislation;
- k) results of validation and verification activities; and
- l) any changes pertaining to PRPs.

**8.11.3.3** Records of HACCP plan reviews shall be kept, and the results shall be discussed at management reviews.

## **8.12 Stage 12: Establish control of documents and records**

### **8.12.1 Document control**

**8.12.1.1** The HACCP team shall ensure that a procedure for document control is established. The document control procedure shall address at least the following:

- a) approval of documents for adequacy before being issued;
- b) review and update of documents as necessary and re-approval of these documents;
- c) identification of changes to documents and the current revision status;
- d) ensure that the current versions of applicable documents are available at points of use;



- e) ensure that documents are legible and readily identifiable;
- f) ensure that documents of external origin are identified and their distribution controlled;
- g) prevention of the unintended use of obsolete documents and application of suitable identification; and
- h) to them if retained for any purpose.

**8.12.1.2** A method of control for identification of the latest versions of all documents shall be established

#### **8.12.2 Record control**

**8.12.2.1** The HACCP team shall ensure the establishment of a procedure for the control of records. The procedure shall address the identification, collection, storage, protection, retrieval, retention times and disposal of such records.

**8.12.2.2** Records shall be legible, easily retrievable and accessible and shall provide evidence of conformance to the requirements of the HACCP system.

**Annex A**  
(informative)

**Tables to use as a guidance for drawing up the HACCP Plan**

**Table A.1 — Information from stages 4 to 6 of the HACCP study**

1	2	3	4	5
Process step	Potential food safety hazards (B/C/P/A)	Risk assessment (likelihood/severity)	Is the hazard significant? (Yes/No) <sup>a</sup>	Preventative control measure(s)

<sup>a</sup>If yes, move to Table A.2, column 2.

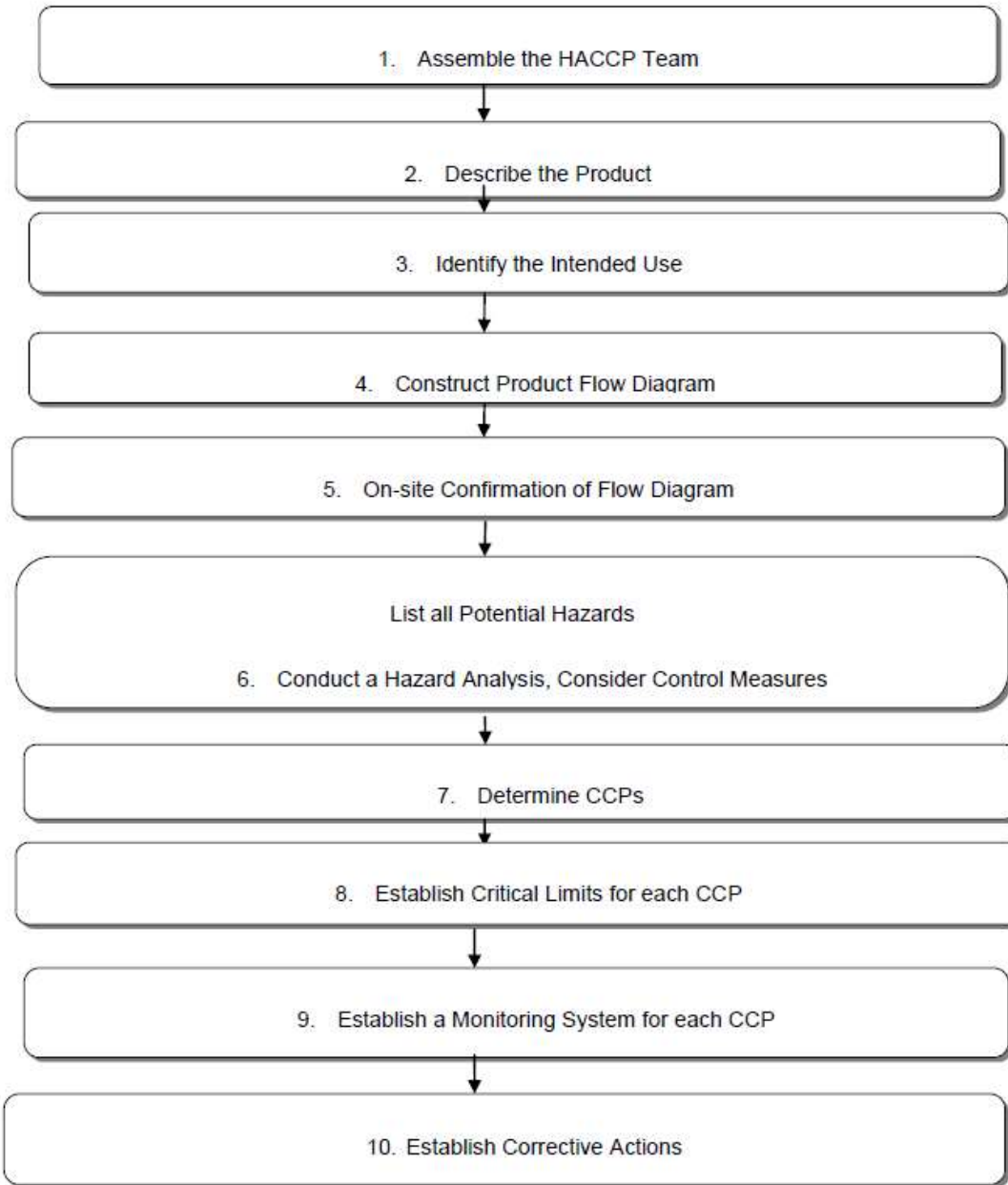
**Table A.2 — Information from stages 7 to 12 of the HACCP study**

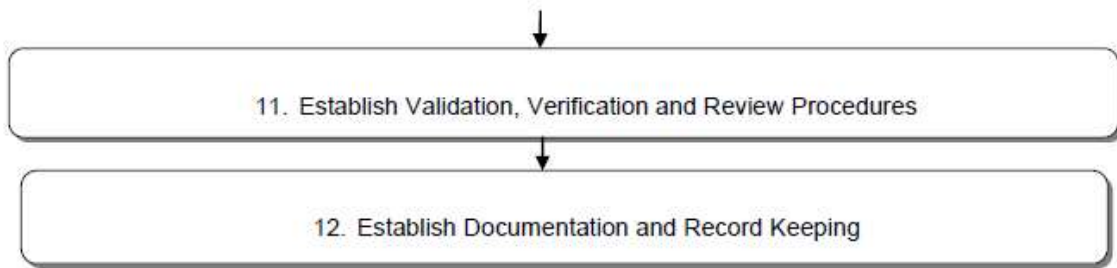
1	2	3	4	5	6	7	8
Process step	Justified hazard	CCP (Yes/No)	Critical limit	Monitoring (who/when/how)	Corrective action	Validate & verify	Procedure/ Record


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## Annex B (informative)

### Logic sequence for application of HACCP

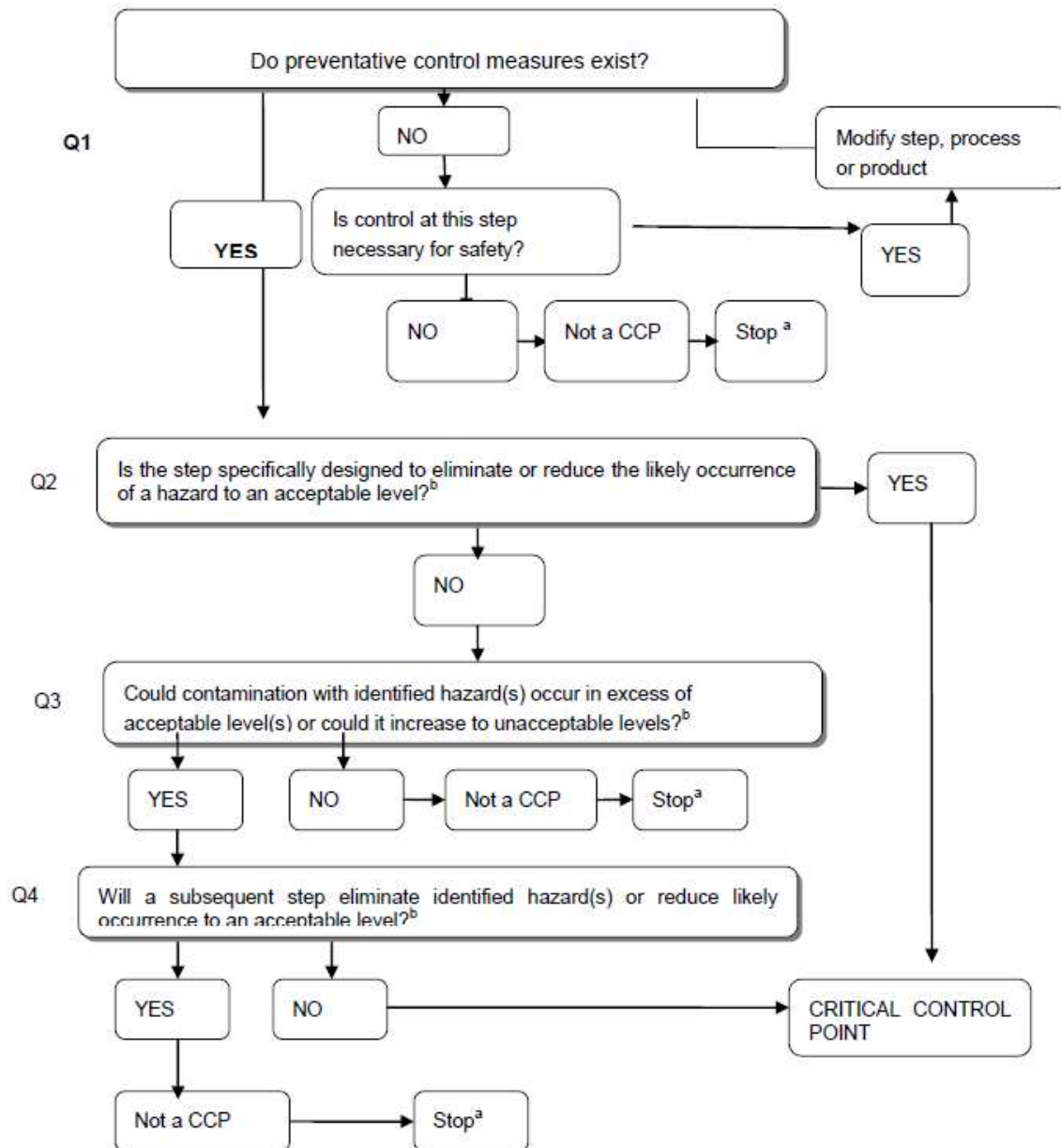




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## Annex C (informative)

### Example of decision tree used to identify CCP or OPRPs (Answer questions in sequence)



Key

<sup>a</sup>Proceed to the next identified hazard in the described process.

<sup>b</sup> Acceptable and unacceptable levels need to be determined within the overall objectives in identifying the CCP or OPRPs of the HACCP plan.

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## Bibliography

[1] RS 184: 2023 Food safety system based on Hazard Analysis and Critical Control Points (HACCP) — Requirements for any organization in the food chain

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